

**TEXAS DEPARTMENT OF LICENSING AND REGULATION**

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CERTIFICATION STATEMENT OF REQUIRED DOCUMENTATION

School Name	License #	
<p>By checking the following boxes and by my signature, I certify that the required documentation will be maintained and made available to the Department and the required information will be provided to all prospective students. I certify that I will comply with all applicable provisions of the Texas Occupations Code, Chapters 51, 1602 and 1603; Tex. Admin. Code, Title 16, Chapter 60 and the Cosmetology Administrative Rules, Tex. Admin. Code, Title 16, Chapter 83. I understand that providing false information on this application may result in revocation of the license I am requesting or the approval requested and the imposition of administrative penalties.</p>		
<p>• <u>This requirement applies only to credit hour schools—Place a √ in box if you are a credit hour school:</u></p> <div style="display: flex; align-items: flex-start; margin-top: 10px;"><div style="border: 1px solid black; width: 60px; height: 30px; margin-right: 10px;"></div><div><p>At the end of the course or module, student's accrued credit hours will be reported. Module completion forms will be maintained for each student. <i>(in accordance with 83.72 (l) (3) and (n).</i></p></div></div>		
<p>Place a √ in each box:</p>		
	Course Outline (in accordance with §1602.452 <i>this is your course syllabus</i>)	
	Tuition & Fee Schedule (in accordance with §1602.452; <i>public secondary schools are exempt</i>)	
	School's Tuition Refund Policy (in accordance with §1602.452-457-458; <i>public secondary or postsecondary schools are exempt</i>)	
	Attendance Policy and Grading Policy (in accordance with §1602.451 and §1602.452)	
	Withdrawal or Termination Policy (in accordance with §1602.459)	
	Make-up Hour Policy (in accordance with §1602.452)	
	Daily Lesson Plans (in accordance with §1602.453)	
SIGNATURE(S) OF CERTIFICATION STATEMENT		
<small>Printed Name of Owner, Officer, or Authorized Representative</small>	<small>Signature of Owner, Officer, or Authorized Representative</small>	<small>Date Signed</small>
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